



November 14, 2013

Mr. Reese Moore
President
Sebring Career Schools
6672 Highway 06 South
Houston, TX 77083-1510

Certified Mail
Return Receipt Requested
7011 2970 0002 9830 6760

RE: **Expedited Final Program Review Determination Letter**
OPE ID: 02530700
PRCN: 201340628374

Dear Mr. Moore:

From August 19, 2013 through August 23, 2013, Brittny Stubblefield and MaEsther Francis conducted a review of Sebring Career Schools' (Sebring) administration of the programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 et seq. (Title IV, HEA programs). The purpose of this Final Program Review Determination Letter is to close the program review.

The focus of the review was to determine Sebring's compliance with the statutes and federal regulations as they pertain to the institution's administration of Title IV programs. The review consisted of, but was not limited to, an examination of Sebring's policies and procedures regarding institutional and student eligibility, individual student financial aid and academic files, attendance records, student account ledgers, and fiscal records.

A sample of 15 files was identified for review from the 2012-2013 (year to date) award year.

Appendix A lists the names and partial social security numbers of the students whose files were examined during the program review.

Protection of Personally Identifiable Information (PII):

PII is any information about an individual which can be used to distinguish or trace an individual's identity (some examples are name, social security number, date and place of birth). The loss of PII can result in substantial harm, embarrassment, and inconvenience to individuals and may lead to identity theft or other fraudulent use of the information. Appendix A was encrypted and sent separately to the institution via e-mail.

Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of statements in the report concerning Sebring's specific practices and procedures must not be construed as acceptance, approval, or endorsement of those specific practices and procedures. Furthermore, it does not relieve Sebring of its obligation to comply with all of the statutory or regulatory provisions governing the Title IV, HEA programs.

Federal Student Aid

AN OFFICE of the U.S. DEPARTMENT of EDUCATION
Dallas School Participation Division

1999 Bryan Street, Suite 1410, Dallas, TX 75201-6817
StudentAid.gov

The Dallas School Participation Division has made a Final Program Review Determination concerning the finding that was identified during the program review. Following is a discussion of the finding identified and the resolution of that finding.

Program Finding and Final Program Review Determination:

Finding 1: Leave of Absence Policy Deficiencies

Citation: For an institution to have a formal leave of absence policy, the policy must be in writing and publicized to students. In addition, the policy must require students to provide a written, signed, and dated request, which includes the reason for the request, prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date. 34 C.F.R. § 668.22(d)

Noncompliance: Sebring's leave of absence (LOA) policy did not include that the request must be submitted in writing, dated and signed by the student.

Institutional Action Taken to Resolve Noncompliance: During the course of the review, Sebring updated its LOA policy with the language that the request must be submitted in writing, dated and signed by the student.

Final Program Review Determination: Sebring has taken the corrective actions necessary to resolve this finding. Therefore, Sebring may consider this finding closed, with no further action required.

Record Retention:

Program records relating to the period covered by the program review must be retained until the later of: resolution of the loans, claims or expenditures questioned in the program review; or the end of the retention period otherwise applicable to the record under 34 C.F.R. § 668.24(e).

We would like to express our appreciation for the courtesy and cooperation extended during the review. If you have any questions concerning this report, please call Ms. Brittney Stubblefield at 214-661-9481.

Sincerely,

(b)(6); (b)(7)(C)

Cynthia Thornton, Director
Dallas School Participation Division

cc: Joe Taylor, Financial Aid Director
Texas Department of Licensing and Regulation
Council on Occupational Education

APPENDIX A
Student Sample
2012-2013

Appendix A contains personally identifiable information (PII) and will be e-mailed to Sebring as an encrypted file. The password needed to open the encrypted file will be sent in a separate e-mail.